



City of Wheatland

111 Main Street – Wheatland, California 95692
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CITY COUNCIL MEETING STAFF REPORT

Date: Nov. 10, 2009

Agenda Item:

Subject: Mid Year Team Building Review

Prepared by: Stephen L. Wright, City Manager

Recommendation:

Council receive staff review and provide direction as

desired.

Discussion:

The City Council accepted the attached Agreements and Action Items report in late March of this year. The purpose of the agenda item tonight is to allow staff to provide an update on the various items in the report and receive any comments or revised direction as desired. Staff plans to focus on the items on pages 6 through 10 that are marked with an asterisk (as priority) however the Council may discuss any of the topics included in the report.

Alternatives:

As directed.

Fiscal Impact:

None.



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CITY COUNCIL MEETING STAFF REPORT

Date: March 24, 2009

Agenda Item:

Subject: Team Building Agreements and Action Items

Prepared by: Stephen L. Wright, City Manager

Recommendation: Council review, modify as necessary and accept the Agreements and Action Items from the 2009 Team Building and Priority Setting Workshop.

Discussion: Attached for Council consideration is the report of the Council Team Building/Priority Setting Workshop held February 27th and 28th in the Wheatland Community Center. The report was prepared by workshop facilitator Bill Lewis. The third section of the report entitled Agreements and Action Items should be reviewed by the Council to be sure that these "agreements" properly reflect the consensus of the group. Once approved, staff will use these priorities to guide the development of the upcoming Annual Operating Budget in order to focus both staff time and funding towards those priorities.

From a staff perspective the event was productive to both establish priorities as well as improve working relationships with both Council and staff.

Alternatives: The Council may provide direction as desired.

Fiscal Impact: None through action on this agenda item. Separate budget items may be included in the upcoming Annual Operating Budget based upon the priorities established here.



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WHEATLAND

Lewis · McCrary Partners

March 6, 2009

**To: Mayor, City Councilmembers, City Manager, City Attorney and Staff
of the City of Wheatland**

This is the report of your workshop completed on Saturday, February 28, 2009. It is organized as follows:

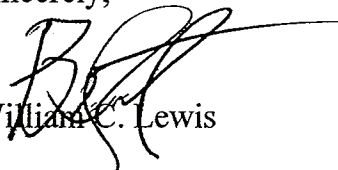
	<u>Page</u>
For Me, This Workshop Will Be A Success If:	1
Discussion Topics	3
Agreements and Action Items	6
City of Wheatland 2008 Accomplishments	11

Please review this carefully to ensure that what is written is exactly what you meant to result from your discussions.

Councilmembers will recall that the goals/priorities content of this report, along with other actions, would form the basis for the goals portion of Steve's annual performance evaluation.

It was good to see you again and to meet those of you who I had not met previously. As I said at the workshop, I continue to be impressed by the level of quality of the Councilmembers and Staff. The City of Wheatland is fortunate to have all of you in leadership and management positions.

Sincerely,


William C. Lewis

FOR ME, THIS WORKSHOP WILL BE A SUCCESS IF ...

(From the 5x8 cards that you completed at the start of the workshop)

- * "The workshop will reinforce/improve interdepartmental relationships and work toward a more inclusive environment, especially for the contract employees/agencies."
- * "If staff understands Council priorities and goals; we get to know each other and strengthen our working relationships – which are good."
- * "1) Staff and Council make additional progress toward achieving a consensus identifying goals for the City and what paths will lead to achieving these goals, as well as prioritizing the goal identified. 2) Recently added staff and Councilman reach a "comfort" level with existing staff and Council that will facilitate the day-to-day functioning of the City."
- * "Success if we can come away with a set of goals and issues to focus on in the coming year. Also, that the new Council team will continue to develop a strong working relationship."
- * "To set some attainable goals. To ensure our staff is getting the best we can give and to ensure they're happy and satisfied with what they have. To ensure we, as Councilmembers, are doing the right thing."
- * "Success will be understanding the dreams and goals of the City Council for the City of Wheatland and how they envision attaining those goals: what resources are needed; what staffing is needed; time frame of development."
- * "Success if: 1. We leave as a stronger team and work together to accomplish our goals and objectives. 2. If everyone shares their respective ideas, thoughts, concerns and priorities. 3. We develop a plan to address compliance issues with our Wastewater Treatment facility."

- * “Success if as a group we have a vision for the City regarding our issues, such as: growth, sustainability, quality of life – broken down into current needs and long term..”
- * “If I gain a better understanding of the Council’s vision for the City. If I gain a better understanding of the expectations for my position as City Engineer (as it relates to a part-time consulting engineer situation). Develop a rapport with Council and a closer rapport with staff.”
- * “If the City Council comes to a consensus on the direction to staff related to: – the next steps of the vision, – the long term desire to stay with SACOG or not, – the role of the City as to becoming its own utility/energy provider in the future, – the continued search for solutions related to long term infrastructure needs, – the need for increased State and Federal lobbying (with or without paid lobbyists).”
- * “If I get good solid information of what direction we’re going for the City’s Wastewater Treatment Plant. And, when, if ever, will we get good retirement packages for the labor force, a good sidewalk plan, and an increase in the dollar amount that the City Manager can authorize for contracts.”

DISCUSSION TOPICS

1. Council – Staff Relationships

- How's it going ... perceptions
- Cohesiveness of staff ... support and cooperation ... sharing information

2. The City's Vision

- In this time of economic downturn, development and limited financial resources, NOW is the opportunity to address issues of establishing/updating more detailed land use, planning and other policies.
- Sphere of Influence boundaries ... Fire Authority boundaries and LAFCO
- Yuba-Sutter Economic Development Commission and what we want for Wheatland
- Use of "Council workshops" to review specific issues and how they fit in the larger picture
- Housing Element update ... Zoning Code ... ADA transition plan
- Subdivision design standards adopted prior to development
- Plotting major land uses, diversity, etc.
- City electric utility (and review of PG&E base rate structure)
- Water supply – conjunctive use
- City Code Enforcement ordinance and enforcement strategies
- Mobility throughout the community ... SACOG – options for separating ... current ridership
- Expressway
- "What if's" on Beale

3. Wastewater Treatment Plant

- Direction ... scope ... timing ... financing ... and how to move ahead
- 2010 compliance issues

4. Long Term Financial Planning

- To support City services ... Budget for next year
- Possible Business License fee study ... possible ½ cent sales tax ballot measure (for roads or PERS or ?) ... possible admissions tax measure since there currently isn't anyone to be taxed – like the prior TOT ordinance.
- Awareness of the need for funding of street maintenance
- Parks maintenance

5. Sidewalk Ordinance

6. Casino

- City's direction

7. Adult business ordinance

8. Levee Improvements, FEMA maps and related flood insurance

9. AND ...

- A. Records Management ... equipment, software, retention schedule, files, scanning, etc.
- B. Getting greater public/community involvement in City issues ... including website improvements
- C. Planning Commission qualifications ... including residency
- D. AB32 and SB375 compliance (greenhouse gas planning) – how much should we do?

- E. Fire prevention ... Wheatland's future involvement with Fire District ... direction and culture ... additional paid firefighter
- F. Community Center use, rental, marketing
- G. Use of consultants ... economies of scale ... phased implementation ... consolidated services with other jurisdictions
- H. Major development projects still in the Planning pipeline (Nichols Grove, Johnson Rancho, Hop Farm)
- I. How is City Hall facility working as a new structure

AGREEMENTS AND ACTION ITEMS

These discussions were designed to provide guidance for staff attention, research and analysis in bringing future recommendations to the Council for public discussion at regularly scheduled meetings.

1. Priorities/Vision (and Initial Thoughts on Priority Order)

* A. Sphere-of-Influence Update

- 1) To include Tax sharing agreement with the County. (With or without Entertainment Zone)
- 2) Include review and recommendations on Fire Authority boundaries (2 applications and EIR) and shared cost with District.
- 3) Consideration of Expressway (River West, Johnson Rancho and Hop Farm)
- 4) Conduct a Council workshop on plotting major land uses. (The County is currently doing a General Plan Update.)

* B. Wastewater Treatment Plant

Review and recommend options, scope based on needs options, design, costs, and including consideration of a regional option. Begin public information/outreach program.

* C. Records Management System

* D. With the possibility of a Casino, review and recommend to the Council a strategy for an MOU to ensure all appropriate protections for the Wheatland community.

* E. Housing Element Update

* F. Development Reimbursement Policy Documents

* G. As a social component of the Vision, Develop an Aggressive Plan and Enforcement Policy for Drugs, Substance Abuse and Other Social Problems – Involve Schools, Community and Other Agencies as Appropriate

Item #1 continued next page ...

* H. Adult Business Regulation

Review and recommend to the Council approaches including regional/zoning or business regulatory ordinance(s).

I. Design Guidelines – Parks Master Plan – Bike/Trail Plan

J. Civic Center Plan – Downtown Revitalization Plan – AB32 and SB375 Strategies

K. ADA Transition Plan

* *Primary for Steve for 2009-2010*

2. In re Steve's Visibility in the Community

Councilmembers are primarily responsible for community interaction but should alert Steve when his presence at an event, meeting or function would be particularly helpful.

It is recognized by the Council that Steve's routine community involvement as City Manager meets expectations.

3. Develop a strategy/process for prevention of parks vandalism.

Responsibility: Steve and appropriate staff By: Ongoing

4. In the future, plan for implementation of an interim Police facility similar to the current City Hall. Consider a Hop Farm location.

Responsibility: Steve and appropriate staff By: When
Appropriate

5. Council and Staff Relations are seen as very good. Staff needs to be sensitive to the need for timely and complete information sharing with each other.

6. Planning Commissioner qualifications are consistent with the City's rules. (Per City Attorney)

7. It was agreed that the new City Hall facility is working well.

8. In re Fire Prevention and other issues (Item 9-E on Discussion Topics list), Bob follow-up with Steve and make recommendations as appropriate.

Responsibility: Bob

By: Appropriate time

9. Review and recommend to the Council a consultant to analyze the feasibility of a City electric utility (not dissimilar from SMUD). Include scope and costs. Review PG&E base rate to ensure that it is set with contemporary standards.

Responsibility: Steve, et al

By: Appropriate time

10. In re Water

- * Monitor County Water Agency, and by 2010, ensure the protection of Wheatland's water rights.
- * Consider community publicity on controlling use and/or rationing.

Responsibility: Steve, et al

11. In re Code Enforcement Ordinance

- * Continue review with Committee and seek input from Todd.
- * Consider "administrative citation and enforcement policy and procedures".

12. Conduct a "mobility" workshop

- * Creative guidelines for development policy and guidelines (including safety and economic influences)
- * Use 2x2 meetings with Schools
- * Address Feather River Air Quality issues

Responsibility: Steve and Tim

13. Per workshop discussion, review and recommend a position on the City continuing with SACOG. Consider alternatives to include Yuba County and Marysville.

Responsibility: Steve, et al

14. Give Council a report on current "ridership" of City's system.

Responsibility: Steve, et al

By: ASAP

15. In re Beale Air Force Base

- * Continue to track to ensure that City has input into what's happening.
- * Continue planning in recognition of flight zone.
- * Schedule "lower priority" workshop in the future.

16. Using the Code Enforcement Committee, review and recommend ordinance and/or amendment to Municipal Code to address Sidewalk issues.

Responsibility: Steve, et al

17. In re Long Term Financial Planning

- * Midyear review will see revenues weaker: sales tax down, development revenues down 40+ percent. COPS funding should remain at 100%. Expenditures should be at or lower than anticipated.
- * Major concern for next year: hopefully, car sales and new grocery will help; sales and property tax are yet unknown.
- * Next Year:

- Available funds for employee salary increases will be very limited.
- Business License income is not offsetting costs but should not be seen as a revenue source. Ensure cost recovery.

Responsibility: Steve, Rex and Lisa

- Review and make recommendation to the Council on "admissions tax" as a ballot measure.
- Hold recommendation on ½ cent sales tax for future consideration.
- Larry will continue to provide updates on pavement management program.
- Ensure that existing agreements address Mello-Roos.

18. Continue to be sensitive to use of consultants ... economies of scale ... phased implementation ... consolidated services with other jurisdictions.
19. When appropriate, inform the community on the implications of Levee improvements, FEMA maps and related flood insurance.

20. In re City Website

- * Councilmembers and staff inform Lisa of what you would like to see.
- * Include brief bio/information on Councilmembers (draft to Council)
- * Include as much general City information as feasible.

Responsibility: Lisa

By: ASAP

Note: Councilmembers need to continue to be sensitive to the use of email and implications of "serial meetings".

21. Consider inviting organizations to make Council presentations.

Responsibility: Councilmembers and Steve

22. Steve and Rex recommend to the Council a contemporary level of City Manager monetary approval of contracts and purchase orders.

23. Report to Council on compliance issues regarding development agreements.

Responsibility: Steve

24. Update the Council on use of the Community Center, revenues and costs.

Responsibility: Lisa T. and Steve

25. Consider installation of energy efficient equipment, switches, etc. throughout City facilities ... especially the Community Center.

Responsibility: Larry

City of Wheatland 2008 Accomplishments

- Approved LDS Church project
- Adopted the Sewer System Management Plan
- Entered agreement with Lincoln for Building Inspection services
- Adopted the new Uniform Building Codes
- Selected C Street Park as the new City Hall site
- Awarded bid and financing for the new City Hall
- Identified census tracts comprising Targeted Income Areas for potential Enterprise Zone funding opportunities
- Filed grant reimbursement applications for 1/08 storm damages
- Established a revised Community Center fee policy
- Adopted the Yuba County Integrated Regional Water Management Plan
- Updated the Wastewater Treatment Plant development impact fees
- Authorized filing a Beale EUL application
- Agreed to advance funds for the Bear River Levee improvement project including Heritage and Jones DA amendments
- Awarded a bid for the Proposition 1B pavement rehab project
- Provided formal comments on the Enterprise Casino EIS
- Took a position on Special District participation on LAFCO
- Approved installing a fire alarm in the Community Center
- Entered into an agreement with Yuba County for General Plan participation and reimbursement
- Awarded a bid to Quality Code Publishing for a municipal code update

- Adopted an annual budget and approved MOUs with the General and Police employee associations
- Made significant comments on the Ostrom Road Quarry Project
- Facilitated Bear River Hop Farm participation in levee funding requirements
- Amended the solid waste franchise agreement
- Approved the Main Street signal improvement project
- Approved the Wheatland Community Vision
- Received a grant and installed bus shelters throughout the community
- Awarded a bid for Prop 1B (phase 2) pavement project
- Approved a new antenna lease on the water tower
- Entered an agreement with MBK to make technical comments on FEMA FIRM maps
- Approved the Almond Estates EIR, DA and tentative map
- Entered a new Engineering Services Agreement with Coastland Civil Engineering, Inc. for City Engineering services
- Seated Rick West as a new City Council Member
- Hired DPI to monitor and track developer and related consultant costs/reimbursements
- Adopted the updated Municipal Code and established a citizen's committee to review certain code enforcement policies
- Moved into the new City Hall
- Leased the old City Hall building to the Wheatland Fire Authority
- Agreed to participate in a regional wastewater treatment plant study